



City of Redmond Supplier Registration Form

Please mail completed form to:
City of Redmond, Attn: Purchasing M/S: CAFIN
PO Box 97010, Redmond, WA 98073-9710
Or fax to: (425) 556-2185

Primary Product(s)/Services(s): _____

NIGP Code: _____ SSN or Federal ID #: _____

(Internal NIGP research file) www.redmond.gov/insidecityhall/finance/pdf/nigpcategorycodes.pdf

How Long in Business?: _____ years Dunn & Bradstreet #: _____

Company Name: _____

Contact: _____ Phone: _____ Fax: _____

Website: _____ E-Mail _____ Address: _____

Correspondence Address: _____ Remit to Address: _____ Shipping & Terms

_____ FOB: _____

_____ Terms: _____

Trade References: (please provide company name/contact/phone number)

1. _____

2. _____

3. _____

Names & Titles of Company Owners/Officers: _____

Type of Organization (check one only):

☐ Corporation ☐ Proprietorship ☐ Partnership ☐ Non Profit ☐ Other: _____

Type of Business (check one only):

☐ Manufacturer ☐ Distributor/Wholesaler ☐ Broker ☐ Dealer ☐ Service

☐ Contractor ☐ Consultant ☐ Other (please specify): _____

Name & Title of Person(s) Authorized to Sign Bids: _____

Do you provide any of the following (check all that apply):

☐ Surplus/Resale Products ☐ Hazardous Product Disposal ☐ Recycled products

Do you accept any of the following (check all that apply):

☐ American Express ☐ VISA ☐ Mastercard ☐ Discover ☐ Other: _____

I certify that the above information is correct: _____
(signature) (date)

In addition to submitting this form, find out about online bidding and/or receiving automatic notification of bids on the City of Redmond website at <http://www.redmond.gov/insidecityhall/finance/purchasing.asp>.